



National Finance Center Customer Notification

Date of Notification: December 23, 2010

Subject: Updated Workbooks for Mass Actions Posted to EmpowHR Publications Website

Database/Customer(s) Affected: *EmpowHR*

Dear Customer:

Updated Excel workbook templates for the mass processing of Job Codes, Positions, and Awards have been posted to the NFC Publications website for EmpowHR. The new version number for each workbook is listed below. The workbooks can be found under the "EmpowHR Tools/Utilities" section at this URL:

http://i2i.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR_home.html

New Version	File Description
3.1	EmpowHR AWD Mass Action CI Template v3.1
2.1	EmpowHR Job Code Mass Action Template v2.1
2.1	EmpowHR Position Data Mass Action Template v2.1

The "Error Threshold" field on the "Connection Information" tab is now editable, whereas before it was fixed at ten. This meant that the load process would stop trying to load data after ten errors were encountered. This was a possible issue for users trying to load hundreds of records, as ten was a low number. Now the default is fifty and can be changed if desired. This change is a result of IR-109999.

If you have any questions regarding this notification, please contact the EmpowHR Help Desk at 1-888-367-6955 or via e-mail to nfcempowhr@usda.gov

DRA/ M6-11-033

"Tip of the Week"

The IRS will allow employees the option to file their tax return with a printout of an electronically delivered version of their W-2 for Tax Year 2010. Employees who are established users of NFC's EPP can print this electronic version of the W-2 for Tax Year 2010 (via NFC's Web site at www.nfc.usda.gov) for submission with their tax return. The 2010 W-2's will be available on the EPP in January 2011.

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